

CALCULATING CREDITS FOR PROFESSIONAL DEVELOPMENT

CREDIT TYPES: Summary of criteria for each

- ☐ **Academic Subject Area/Teaching Strategies Credit:** *Courses that deepen the participants' knowledge and understanding of the academic subject area(s) or strategies to teach those subjects.*
- ☐ **Reading Credit:** *Reading methods courses that will meet this requirement address one or more of the essential components of teaching reading, and focus on building a knowledge base and repertoire of skills and strategies that will enable the reading and content area or grade level teacher to implement and/or support effective reading instruction for all students.*
- ☐ **Teacher Recruitment/Retention Credit:** *For school administrators. Focuses on the principal's role in teacher effectiveness, teacher evaluations, teacher support programs, teacher leadership, teacher empowerment, and teacher retention.*
- ☐ **Technology Credit:** *Course content focuses on the use of technology as an instructional tool.*
- ☐ **Standard Credit:** *Course content/learning is directly related to professional responsibilities as a public school educator or to educators' area(s) of licensure but is not specifically one of the credit types listed above.*
- ☐ **No teacher renewal credit offered:** *Course content does not relate to professional responsibilities of public school educators or to area(s) of licensure. (e.g. meetings, workshops for non-certified staff.)*

CREDITS/HOURS: How to calculate credits

- 10 hours spent in face-to-face training = **1.0** credits (10:1 ratio) (In regular font below)
- 10 hours spent on homework assignments = **0.5** credits (20:1 ratio) (In italicized font below)

Example	Type of Activity	Total Time	Calculation	Equation	Total CEUs
Course 1.	A. Face-to-face workshop time	2, 4 hour sessions = 8 hrs	10 hrs = 1.0 CEUs	8 hrs ÷ 10 hrs/credit = .8 credits	.8
	B. Research project as homework on own time	6 hrs (estimated time to complete research project)	20 hrs = 1.0 CEUs	6 hrs ÷ 20 hrs/credit = .3 credits	.3
TOTAL CEUs for Course 1					1.1 CEUS
Course 2.	A. 2-day face-to-face workshop with trainer	7 hours each day for 2 days	10 hrs = 1.0 CEUs	7 hrs x 2 days = 14 hrs of training then	1.4
	B. Viewing eight video segments from PD360 plus discussions of the videos	57 minutes (video) and approximately 80 minutes of discussion on videos. This time is embedded into the 14 hours of face-to-face training.		14 hrs ÷ 10 hrs/credit = 1.4 credits	
TOTAL CEUs for Course 2					1.4 CEUs
Course 3.	A. Face to face workshop with trainer	5, 2 hour sessions = 10 hrs	10 hrs = 1.0 CEUs	10 hrs ÷ 10 hrs/credit = 1.0 credits	1.0
	B. 11 video segments from PD360 - viewed on own time	96 minutes = approx 1.5 hrs	10 hrs = 1.0 CEUs	1.5 hrs ÷ 10 hrs/credit = .15 credits	.15
	C. Book – read on own time (estimated time)	4 hrs (estimated time to complete book)	20 hrs = 1.0 CEUs	4 hrs ÷ 20 hrs/credit = .2 credits	.2
	Video Reflections for 11 videos – completed on own time (estimate takes about 10 min/segment)	110 minutes (rounded up to nearest half hour) (approx 2 hrs)	20 hrs = 1.0 CEUs	2 hrs ÷ 20 hrs/credit	.01
TOTAL CEUS for Course 3					1.36 CEUs
Course 4.	A. Small group learning sessions (including 60 minutes of video segments from PD 360 and 2 hrs of observation/evaluation of lessons)	3 sessions, 4 hours each = 12 hrs 2 hours of observation/feedback = 2 hrs	10 hrs = 1.0 CEUs	12 + 2 = 14 hrs then 14 hrs ÷ 10 hrs/credit = 1.4 credits	1.4
	B. 13 segments from PD 360 – viewed on own time	113 minutes = approx 2 hrs	10 hrs = 1.0 CEUs	2 hrs ÷ 10 hrs/credit = .2 credits	.2
	C. Video Reflections for 13 segments – completed on own time. (estimated that it takes about 10 minutes/segment)	130 minutes (rounded up to nearest half hour = approx 2.5 hrs)	20 hrs = 1.0 CEUs	2.5 hrs ÷ 20 hrs/credit	.13
TOTAL CEUS for Course 4					1.73 CEUs

Credits for On-line or Hybrid* Courses:

When creating a course/session, estimate the total number of hours it would take to complete the course face-to-face. Calculate the credits as "face-to-face" hours. (*Hybrid = an on-line course with some face-to-face meetings).